

AOC-14  
Rev. 3-04

Commonwealth of Kentucky  
Court of Justice  
[www.kycourts.net](http://www.kycourts.net)



**COURT OF JUSTICE  
DIRECT DEPOSIT FORM**

AOC  
UPPS CO# 20025

Use this form to either begin or change direct deposit. Please **PRINT** all answers and return the form to the AOC payroll office at 100 Millcreek Park, Frankfort, KY 40601.

**Employee Information:**

Employee Full Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

**Action Information:** Choose **only one** of the following three OPTIONS:

- [ ☐ ] **NEW** (One Account) Check this box if you want to begin direct deposit and deposit all into one bank account.
- [ ☐ ] **NEW** (Two Accounts) Check this box if you want to begin your direct deposit and deposit into two separate accounts and/or banks.
- [ ☐ ] **CHANGE** Check this box if you want to change your existing direct deposit accounts and or bank information.

Choose **only ONE** of the following three OPTIONS

[ <input type="checkbox"/> ]	Deposit 100% into SAVINGS	Deposit NONE to CHECKING
[ <input type="checkbox"/> ]	Deposit NONE to SAVINGS	Deposit 100% into CHECKING
[ <input type="checkbox"/> ]	Deposit exactly \$_____ each pay period to savings	Deposit remainder into checking

**SAVINGS**

**CHECKING**

**Banking Information:**

Name & Address of  
Financial Institution \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bank Acct Number: \_\_\_\_\_  
Routing Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize and request the above indicated action to be taken. This authorization revokes all prior notifications as to my net pay. I understand the financial institution(s) as stated above reserves the right to cancel this agreement by notice to me. I have checked with my financial institution(s) to insure that they are a member of the Automated Clearing House (ACH) and that the routing and account numbers above are accurate.

\_\_\_\_\_  
Signature of Court of Justice employee/official

\_\_\_\_\_  
Date

Note: Direct deposit will begin or changes will be in effect within six weeks from the time the paperwork is processed.